



Microsoft Windows 8.1



INFOCUS COURSEWARE

Product Code: INF1281

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❖ General Description

Microsoft Windows 8.1 is designed for users who are keen to learn how to operate the software to perform tasks that include: starting applications, creating folders, copying and moving files, creating and using libraries, performing searches, and personalising Windows.

❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- personalise the new user interface
- work with several of the default **Windows** apps
- work with desktop windows
- use **Windows** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Favourites** and shortcuts in **File Explorer**
- use the **Windows** search facility
- manage your printer and printing tasks in **Windows**
- manage user accounts
- work with **Windows**' security features
- learn how to use **Windows Help** and **Support**

❖ Prerequisites

Microsoft Windows 8.1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers.

❖ Topic Sheets

159 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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Working With Folders

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- Navigating The Folder Hierarchy
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- Copying A Folder
- Moving A Folder
- Renaming A Folder
- Deleting A Folder
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- Renaming A File
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- Deleting Folders From A Library
- Deleting A Library

The Recycle Bin

- Understanding The Recycle Bin
- Creating Some Sample Files
- Sending Files To The Recycle Bin
- Restoring Files From The Recycle Bin





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Emptying The Recycle Bin

Favourite Locations in Windows

Understanding Favourite Locations
Adding A Location To Favourites
Removing A Location From Favourites
Restoring Default Favourites
Hiding Favourites

Searching in Windows

Introducing Windows Search
Understanding File Searches In Windows
Creating A Searchable File
Initiating The Windows Search Feature
Using Windows Search
Changing The Windows Search Settings
Searching Unindexed Folders Using File Explorer
Searching File Contents Using File Explorer
Indexing A Folder
Unindexing A Folder
Tagging Files For Easier Searches
Saving A Search
Sorting Files In A Folder
Modifying View Settings

Printing

Understanding Printing In Windows
Viewing Available Printers
Installing A USB Printer
Setting The Default Printer
Pausing A Printer
Printing Files From File Explorer
Managing The Print Queue
Sharing Your Printer With Others
Connecting To A Network Printer
Printing From Windows Apps

User Accounts

Understanding User Accounts In Windows
Creating A Microsoft Account
Creating A Local Account
Switching Users
Changing Your Password
Changing Your Account Name
Controlling User Accounts

Deleting A Microsoft Account
Deleting User Accounts

Security and Protection

Understanding Computer Security
Checking The Action Centre
Checking Windows Firewall Settings
Checking Malware Protection Settings
Checking Windows Update Settings

Help and Support

The Windows Help And Support Window
Searching Help
Browsing Help
Printing A Help Topic
Browsing Online Help



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